

OHR – Training for ASU

with

HRIS View Only Access Reference Guide



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OHR – Training for the ASU Community

Subject: RE: ROOT CAUSE: Terminations vs Transfers

The purpose of these sessions for OHR is to create the opportunity to consolidate OHR's knowledge so that the correct information about Terminations and Transfers can be pushed out to the ASU community.

Nine points have been identified as areas of confusion at the departmental level. They are:

- 1) ASU does not understand effective dating.
- 2) ASU does not understand when to term a job.
- 3) ASU does not understand when to rehire a job.
- 4) ASU does not understand when to add an additional job.
- 5) ASU does not understand when to add a new effective dated row.
- 6) ASU does not understand when to use correct history.
- 7) ASU does not understand the relation between position data and job data.
- 8) ASU does not understand how to research and fix errors.
- 9) ASU does not understand how HR data, Benefits data, and Payroll data are integrated.

This manual, which has been developed initially for use in the field, is also for use as a starting point for OHR to put together the facts needed to explain the nine points listed above and how they relate to terminations and transfers.

How to Use this Reference Guide

This document will tell you what you can do with the HRIS View Only Access roles in PeopleSoft.

When you see a text box like the one below, it is there to give you the navigational path to the area being addressed on that page. This lets us leave the menu out of the screenshots, which results in a much more readable screenshot for all.

✦ Navigation: Workforce Administration>Job Information>Job Data

Log into PeopleSoft

Open a web browser and navigate to <https://hrsa.oasis.asu.edu>

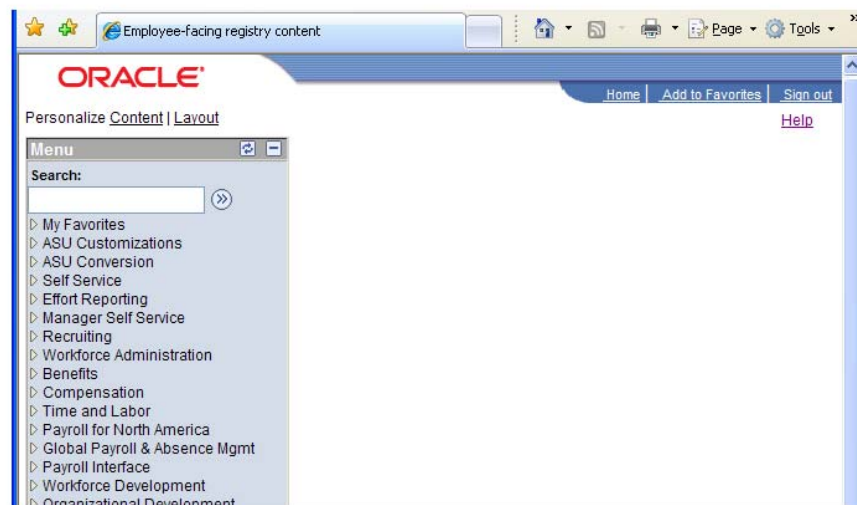
Sign in with your ASURITE ID and password.

You can do this from any computer that is connected to the internet.



The image shows the Oracle PeopleSoft Enterprise login page. At the top, the Oracle logo is displayed in red, followed by "PEOPLESFT ENTERPRISE" in black. Below this, there is a login section with a red border around the "User ID" and "Password" fields. The "User ID" field contains the text "mmcgairl" and the "Password" field contains a series of dots. Below these fields is a "Sign In" button. To the right of the login section, there is a "Select a Language:" section with a list of languages: English, Dansk, Français, Italiano, Nederlands, Polski, Suomi, Čeština, 한국어, ไทย, 繁體中文, Español, Deutsch, Français du Canada, Magyar, Norsk, Português, Svenska, 日本語, Русский, 简体中文, and العربية. Below the login section, there is a link that says "To set trace flags, click [here](#)".

After you click the "Sign In" button you will arrive at your home page.



SECTION 1: View Job Information

✦ Navigation: Workforce Administration>Job Information>Job Data



Your screen might look a little different than the screen shots in this guide. Based on your security level, you might have more or less items listed but the path to get to the areas discussed will be the same.

The screenshot displays the PeopleSoft HRIS interface. On the left is a 'Menu' sidebar with a search bar and a list of navigation options. The 'Workforce Administration' menu item is expanded, and the 'Job Information' sub-item is highlighted with a red box. The main content area on the right shows the 'Job Information' page under the 'Main Menu > Workforce Administration >' breadcrumb. It contains a description: 'Maintain information about a person tied to a specific job record'. Below this, the 'Job Data' link is highlighted with a red box. Other visible links include 'Other Payee', 'Add A', 'Pay Rate Change', 'Calculate Compensation', 'Review Job Information', 'Request Job Change', 'Review Errors and Warnings', and 'Employee AFI Data ESP'.

Once you are logged in, it will take you to this screen

1. Click on *Workforce Administration*
2. Click on *Job Information*
3. Click on *Job Data*

The Job Data link contains information about the employee's position number, department, pay group, compensation, and basic benefits.

This is the Job Data search page. Fill in the known data about the person you are interested in and click **Search**

PeopleSoft®

Menu

- Self-Service
- Manager Self-Service
- Recruiting
- Workforce Administration
 - Personal Information
 - Job Information
 - Contract Administration
 - Review Job Information
 - Reports
 - Job Data**
 - Other Pavee
 - Add Additional Assignment
 - Pay Rate Change
 - Calculate Compensation
 - Request Job Change
 - Review My Job Change Request
 - Review Errors and Warnings
 - Employee AFI Data ESP
 - Absence and Vacation
 - Collective Processes
 - Self-Service Transactions
 - Workforce Reports
 - Compensation
 - Time and Labor
 - Payroll for North America
 - Workforce Development
 - Organizational Development
 - Campus Community
 - Set Up SACR
 - Careers
 - My System Profile
 - My Dictionary

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with BAS001

Empl Rcd Nbr: =

Alternate Employee ID: begins with

Name: begins with

Last Name: begins with

Second Name: begins with

Alternate Character Name: begins with

Middle Name: begins with

☐ Include History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

- **EmplID** = Employee ID. (AKA as the 10 digit Affiliate ID (1200.....#))
- **Alternate Employee ID** = ASU ID (993#)
- **Name** = Employee's full name – can enter First and Last name, i.e. Mickey Mouse
- **Last Name** = Employee's Last name (can enter partial letters as well, i.e. Mou)
- **Second Name** = Not currently being used
- **Alternate Character Name** = Could do a search by Last, First Name, i.e. Mouse, Mickey.
- **Middle Name** = could also search by middle name if known
- **Include History** = click if wanted to see older rows (history) and not just current data row. For instance an employee was hired 1/1/05 into the College of Business, and was recently transferred to Engineering on 7/1/06. The 7/1/06 row is the current row, and 1/1/05 is the history row.
- **Case Sensitive** = would not normally use, not usually case sensitive, might be helpful if searching for names like McLane



If you click on a column heading (hyperlink) it will sort by that heading, (i.e. if click on Name, will alpha sort by name)

PeopleSoft®

Home Add to Favorites

Menu

Search: >>

Find an Existing Value

EmplID: begins with

Empl Rcd Nbr: =

Alternate Employee ID: begins with

Name: begins with

Last Name: begins with DUCK

Second Name: begins with

Alternate Character Name: begins with

Middle Name: begins with

☐ Include History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-10 of 10 Last

EmplID	Empl Rcd Nbr	Alternate Employee ID	Name	Last Name	Second Name	Alternate Character Name	Middle Name
BAR003	0	(bl)	Daffy Duck	DUCK	(blank)	(blank)	(blank)
EBEN05	0	99:	Daffy Duck	DUCK	(blank)	(blank)	Dally
KEN017	0	99:	Daisy Duck	DUCK	(blank)	(blank)	D
SS0008	0	99:	Daisy Duck	DUCK	(blank)	(blank)	(blank)
SS0012	0	99:	Daffy Duck	DUCK	(blank)	(blank)	(blank)
SS0030	0	99:	Dewey Duck	DUCK	(blank)	(blank)	(blank)
SS0030	1	99:	Dewey Duck	DUCK	(blank)	(blank)	(blank)
TEST002	2	99:	Donald Duck	DUCK	(blank)	(blank)	D

When you click on search and there are multiple rows that appear, you will get a screen like this, you can select the person you want by clicking on any link in the row of the person you wish to see.

Any time you see the same ID and more than 1 Employee Record Number (Empl Rcd Nbr) listed, this means the employee has more than 1 job. Include History covers past, current, and future jobs.

In other cases there may be the same Empl Rcd Nbrs because two employees have the same name.

This search will only bring up an employee list if you have the associated security level.

Home | Add to Favorites | Sign out

New Window | Help | Customize Page |

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Martha Steinacker EMP ID: 1001 Empl Rcd #: 0

Work Location 3 Find First 4 of 2 Last

1 HR Status: Active 2 Payroll Status: Active

5 Effective Date: 09/10/2007 6 Sequence: 1 7 Job Indicator: Primary Job

Action / Reason: 8 Pay Rate Change 8 Performance Based

9 Last Start Date: 09/25/2006 10 Termination Date:

11 Expected Job End Date

12 Position Number: 117410 13 Position Entry Date: 09/25/2006

12 Override Position Data ☐ Position Management Record

15 Regulatory Region: USA United States

16 Company: ASU Arizona State University

17 Business Unit: U0101 U - Technology

18 Department: U0106002 DEV OASIS Functional SIS 14 Department Entry Date: 09/25/2006

Location: TEMPE Campus: Tempe

Establishment ID: ASU00 Arizona State University

Date Created: 09/21/2007

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Previous in List Next in List Notify Previous tab Next tab Refresh Update/Display Include History Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

1. **HR Status** = Active or Inactive (benefits status)
2. **Payroll Status** = Payroll status equals employee status. This relates to active, termed, Susp, LWOP, LWP, or retired.
 - **Active** – pay continues
 - **Leave of Absence (unpaid)** – pay suspends
 - **Leave with Pay (paid)** – pay continues, maybe LOA, or FMLA
 - **Terminated** – pay terminates, as well as benefits
 - **Retired** – pay terminates
 - **Hold (suspend – benefits is the only one using this code)** – pay suspends
3. **Find link** = if there are multiple rows i.e. 1 of 30, you can search by date action code, etc.
4. **1 of X** = multiple rows have been added to employee record
5. **Effective Date** = Date of transaction (action reason), could be current, past or future dated.
6. **Sequence** = if more than 1 transaction occurs on same day (i.e. promotion and ad hoc), then there will be multiple sequence numbers (zero, one, two. . .)
7. **Job Indicator** = will show either Primary (highest FTE or oldest hire date if FTE % is split evenly) or Secondary. Termination should have an N/A job indicator.
8. **Action/Reason** = the action appears in the first field and the reason the second field. I.E; Action = hire, Reason = Reg (INITIAL HIRE)
9. **Last Start Date** = the date the person was last hired on this job.
10. **Termination Date** = each job has its on termination date which is one day after the employee was last paid for this job. Termination means leaving A.
11. **Expected Job End Date** = Not yet functional.

12. **Position Number** = Job Information is defaulted from position (through position management)

- Job Code
- Regulatory Region
- Company
- Business Unit
- Department Id
- Reports To
- Empl Class
- Class Indicator
- FLSA Status
- Location
- Standard Hours – can be overridden
- Full/Part time – can be overridden
- Reg/Temp – can be overridden
- Pay Groups – can be overridden

13. **Position Entry Date** = the date they entered the position

14. **Department Entry Date** = the date they entered the department

15. **Regulatory Region** = always USA

16. **Company** = always ASU

17. **Business Unit** = VP code

18. **Department** – where the employee works, it maybe underneath the VP area



Notice the first three lines carry forward from the previous page

Home | Add to Favorites | Sign out

New Window | Help | Customize Page |

Work Location | Job Information | Payroll | Salary Plan | Compensation

Daffy Duck EMP ID: SS0012 Empl Rcd #: 0

Job Information Find First 1 of 1 Last

Effective Date: 01/01/2007 Effective Sequence: 0 Job Indicator: Primary Job
 Action / Reason: Hire Hire - Reg (INITIAL HIRE) Current

Job Code: 193606 Asst Dir Human Resources Entry Date: 01/01/2007
 Supervisor Level:
 Reports To: HR17180 Dir Human Resources SS0003 Minnie Mouse
 Regular/Temporary: Regular Full/Part: Full-Time
 Empl Class: Svc Prof Officer Code: N/A
 Regular Shift: N/A Shift Rate:
 Classified Indc: Asc Prof

Standard Hours

Standard Hours: 40.00
 Work Period: W Weekly
 FTE: 1.000000 ☐ Adds to FTE Actual Count? ☐ Encumbrance Override

Contract #

Contract Number: Contract Type:
 Next Contract Number

ASU Jobcode/Position Data

Workers' Comp Code: 8868 EEO Job Group: 350 Human Resources/Career Special Fingerprint required? ☐

USA

FLSA Status: Exempted EEO Class: None Work Day Hours:

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Save Return to Search Previous in List Next in List Notify Previous tab Next tab Refresh Update/Display

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Job Code = displays job code number and job code description

- **Entry Date** = same as position entry date on work location tab
- **Supervisor Level** = not using this field
- **Reports To** = should show both position number and employee's supervisor's name.
- **Regular/Temporary** =
 - LT Temp (long term temp)
 - ST Temp (short term temp)
 - Regular
 - Seasonal E.g. Bookstore employees who only work 3 weeks.

- **Full/Part =**
 - Full-time
 - Part-time
 - PRN
- **Empl Class =**
 - Classified Staff
 - Faculty
 - Faculty with Admin Appt
 - Academic Professional
 - Academic Professional with Fiscal Appt
 - Service Professionals
 - Administrators
 - Graduates
 - Students
- **Officer Code** = PSPRS, only used for employees that carry guns within the Police Department (updated off of position)
- **Classified Indc** = ABOR reporting codes – empl class and classified indicator should correlate (i.e. both = SP or Class, Empl Class could be Faculty and Classified Indic could be Dean, Faculty Associate, etc)
- **Standard Hour** = updated from position
- **Work Period** = always weekly
- **FTE** = is calculated based on the number of standard hours a person works in a week
- **Adds to FTE Actual Count** = is used when a person has more than one job in the same BEN Record number to determine the combined FTE
- **Contract Number** = not using
- **Contract Type** = not using
- **Workers Comp** = is defaulted from job code
- **EEO Job Code** =
- **Finger print required** =
- **USA Flag** (click on arrow to expand this option)
 - **FLSA Status** = non-exempt or exempt (defaults from position)
 - **EEO Class** = not using
 - **Work Day Hours** = not using

This is the payroll page. You can view pay group and employee type

The screenshot shows the HRIS Payroll Information page for Mickey Mouse. The page has a blue header with navigation links: Home, Add to Favorites, Sign out, New Window, Help, Customize Page, and help. Below the header are tabs for Work Location, Job Information, Payroll (selected), Salary Plan, and Compensation. The main content area displays the following information:

Mickey Mouse EMP ID: SS0027 Empl Rcd #: 0

Payroll Information Find First 1 of 1 Last

Effective Date: 06/20/2007 Effective Sequence: 0 Job Indicator: Primary Job
 Action / Reason: Data Chg Data Correction Current

Payroll System: Payroll for North America

Payroll for North America				
Pay Group:	SAL	Salaried	Holiday Schedule:	HOL Holidays
Employee Type:	S	Salaried	FICA Status:	Subject
Tax Location Code:	AZ	AZ		
GL Pay Type:				
Combination Code:			Edit ChartFields	

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Previous tab, Next tab, Refresh, Update/Display

Navigation: [Work Location](#) | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

- **Payroll System** = ASU is using Payroll for North America
- **Pay Group** = is the grouping from which employees will be paid based on FLSA status, Employees Class, and if they are paid over a contract.
 - A12 = Academic 12 Month Pay
 - ACD = Academic Contract Year
 - GRD = Graduate Contract
 - HRY = Non-exempt (Classified Staff, Service Professionals)
 - SAL = exempt paid fiscal
 - STU = Student Hourly
- **Holiday Schedule** = same for all employees
- **Employee Type** = represents how you will be paid (S – salaried and H – hourly)
- **Tax Location Code** = always AZ
- **FICA STATUS** = Subject or Not Subject
- **GL Pay Type** = not used
- **Combination Code** = not used

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Mickey Mouse EMP ID: SS0027 Empl Rcd #: 0

Salary Plan Find First 1 of 1 Last

Effective Date: 06/20/2007 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Data Chg Data Correction Current

Salary Administration Plan: SVPR Grade: H Grade Entry Date: 01/01/2007

Includes Wage Progression Rule ☐ Step: Step Entry Date

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Save Return to Search Previous in List Next in List Notify Previous tab Next tab Refresh Update/Display

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

- **Salary Admin Plan:**
 - ADMIN = Administrative
 - CLAS = Classified
 - EXEC = Executive
 - FCLT = Faculty
 - STDT = Student Workers
 - SVPR = Service Professional
- **Grade** = Currently this is only populated for Classified and Service Professional



When you see an arrow on the screen, it means there is additional information under that section. You can expand the row by clicking on the triangle

PeopleSoft®

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | http

Menu

Search: >>

- My Favorites
- ASU Customizations
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
 - Personal Information
 - Job Information
 - Contract Administration
 - Review Job Information
 - Reports
 - Job Data
 - Benefits
 - Payroll for North America
 - Workforce Development
 - Careers
 - Change My Password
 - My System Profile
 - My Dictionary

Work Location | Job Information | Payroll | Salary Plan | Compensation

Mickey Mouse EMP ID: SS0027 Empl Rcd #: 0

Compensation Find First 1 of 1 Last

Effective Date: 06/20/2007 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Data Chg Data Correction Current

Compensation Rate: 1,915.708812 Frequency: ASUBW ASUBW

Comparative Information

Change Amount: 0.000000 USD ASUBW Compa-Ratio: 0.78

Change Percent: 0.000 Job Ratio: 0.78

Pay Rates

Hourly 24.038462 USD Annual 49,999.999993 USD

ASUBW 1,915.708812 USD Weekly 961.538461 USD

Pay Components Customize Find First 1 of 1 Last

Amounts Controls Changes Conversion

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	50,000.000000	USD	A	

Calculate Compensation

Save Return to Search Previous in List Next in List Notify Previous tab Next tab Refresh Update/Display Include History Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Frequency:

- ASUBW= ASU bi-weekly
- C = Contract Pay

Pay Components (Rate Code)

- NAANNL = Annual
- NAHRLY = Hourly

Calculate Compensation button populates payrates.

Frequency:

- A = Annual
- H = Hourly

Home | Add to Favorites | Sign out

New Window | Help | Customize Page |

Work Location | Job Information | Payroll | Salary Plan | Compensation

Mickey Mouse EMP ID: SS0027 Empl Rcd #: 0

Compensation Find First 1 of 1 Last

Effective Date: 06/20/2007 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Data Chg Data Correction Current

Compensation Rate: 1,915.708812 Frequency: ASUBW ASUBW

Comparative Information

Change Amount:	0.000000	USD ASUBW	Compa-Ratio:	0.78
Change Percent:	0.000		Job Ratio:	0.78

Pay Rates

Hourly	24.038462	USD	Annual	49,999.999993	USD
ASUBW	1,915.708812	USD	Weekly	961.538461	USD

Default Pay Components

Pay Components Customize Find First 1 of 1 Last

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	50,000.000000	USD	A	

Calculate Compensation


Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Previous in List | Next in List | Notify | Previous tab | Next tab | Refresh | Update/Display

Work Location | Job Information | Payroll | Salary Plan | Compensation

Navigation Note:

- **Previous in List** = takes you to the prior name in your search list
- **Next in List** = takes you to the next name below in your search list or employee record if more than one.
- **Notify** = is used when workflow is available (not currently using workflow)
- **Previous Tab** = takes you to the prior tab
- **Next Tab** = takes you to the proceeding tab
- **Update/Display** = Allows you to add new rows and view current and future rows.
- **Include History** = You can view current, future, and history rows.
- **Correct History** = allows you to correct history. USE EXTREME CAUTION.


Empl record #
(terminology
transitioning,
etc) has a
1:1
relationship
to job(s)

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [http](#)

Employment Information

Mickey Mouse EMP ID: SS0027 Empl Rcd #: 0

Organizational Instance

Organizational Instance Rcd:	0	Original Start Date:	01/01/2007	<input type="checkbox"/> Override
Last Start Date:	01/01/2007	First Start Date:	01/01/2007	
Termination Date:		Years Months Days		
Org Instance Service Date:	01/01/2007	<input type="checkbox"/> Override	0 5 25	

Organizational Assignment Data

Instance Record

Last Assignment Start Date:	01/01/2007	First Assignment Start:	01/01/2007
Assignment End Date:			
Home/Host Classification:	Home	Years Months Days	Time Reporter Data
Company Seniority Date:	01/01/2007	<input type="checkbox"/> Override	0 5 25
Benefits Service Date:	01/01/2007	<input type="checkbox"/> Override	0 5 25
Seniority Pay Calc Date:	01/01/2007	<input type="checkbox"/> Override	0 5 25
Probation Date:			
Professional Experience Date:		Last Verification Date:	
Business Title:	Manager	Position Phone:	

USA

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update/Display | Include History

This is the Employment Information screen. You got here by clicking on the Employment Data link.

On this page you can view years of service and original hire date (first start date and original hire date are the same)

HomeAdd to FavoritesSign out

New WindowHelpCustomize Page

Job Earnings Distribution

M:EMPID: 10001pl Rcd #: 0

Earnings Distribution Type

FindFirst1 of 2Last

Effective Date: 09/10/2007Effective Sequence: 1Job Indicator: Primary Job

Action / Reason: Pay Rt ChgPerformance BasedCurrent

Standard Hours: 40.00Work Period: W Weekly

Compensation Rate: 1,782.692308Comp Freq: ASUBWASUBW

Earnings Distribution Type: None

Job Earnings Distribution

FindFirst1 of 1Last

Position	Unit	Department	Job Code	Shift
				N/A

Earn Code	GL Pay Type	Compensation Rate	Std Hrs	Distrb %

Earnings Chartfields

Combination Code:

Job DataEmployment DataEarnings DistributionBenefits Program Participation

SaveReturn to SearchPrevious in ListNext in ListNotifyRefreshUpdate/DisplayInclude HistoryCorrect History

The earnings code associated with the employee's pay.

Page 23 of 35

Page Name: Position Cross-Reference

Navigation: ASU Customizations → ASU HCM Custom → ASU Position Management → Position Cross-Reference

ORACLE Home

Position Cross-Reference Position Cross-Ref-Acctg

Position Cross-Reference

Position Number: **110836**

Position Data

Effective Date: 07/04/2007 [Position Data Details](#)

Descr: Instructional Specialist Short:

Deptid: B0502 School Of Music

Jobcode: 440130 Instructional Specialist

Reports To: 116260 F

Fiscal Year: 2008 [Fiscal Year Distribution](#)

Submitted 'Front-End' Staging Data Not Processed Yet

Effective Date: 08/27/2007 Status: Submitted User ID: dhale2

Deptid: B0502 School Of Music

Jobcode: 440140 Instructional Specialist Sr

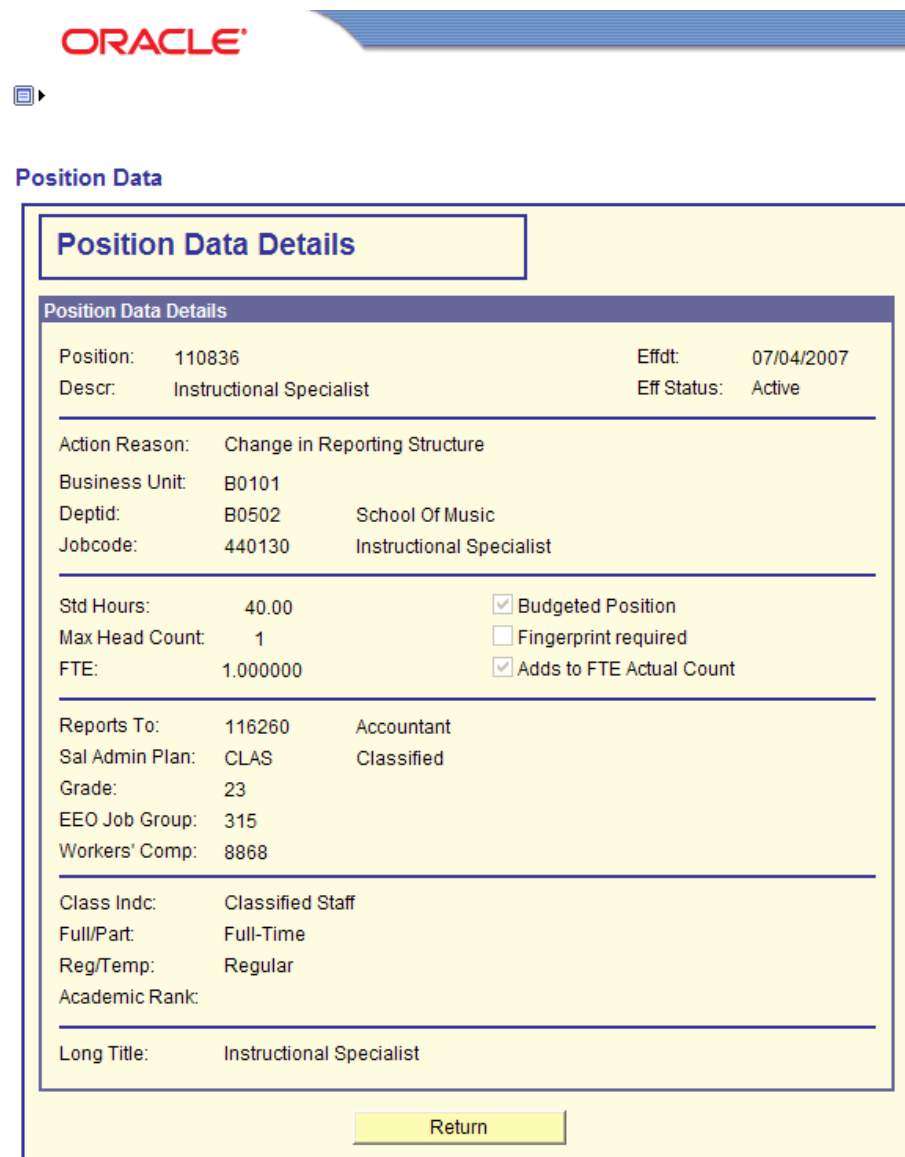
Reports To: 116260 F

Current Incumbent List

Name	EmplID	Rcd	Effdt	Effseq	Department	Jobcode	Reports To Position Number
D	1000	0	07/08/2007	0	B0502	440	11

- **Position Number** = Position Number
- **Effective Date** = Date that the data on the page went into effect
- **Descr** = Description of Position
- **DeptId** = Department ID number
- **Job Code** = Job Code of position
- **Reports To:** = Position Number that the current position reports to
- **Fiscal year** = Change this to view distributions for different fiscal years
- **Submitted Front End Data Not Processed Yet** = Data in this box has been submitted, but not approved yet.
- **Current Incumbent List** = All of the employees currently attached to the position.
- **Position Data Details Link** = Shows details about the position
- **Fiscal Year Distribution** = Shows funding sources for the position

When you click on the *Position Data Details* link, you will see this page.



ORACLE

Position Data

Position Data Details

Position:	110836	Effdt:	07/04/2007
Descr:	Instructional Specialist	Eff Status:	Active

Action Reason: Change in Reporting Structure

Business Unit: B0101

Deptid: B0502 School Of Music

Jobcode: 440130 Instructional Specialist

Std Hours: 40.00 ☒ Budgeted Position

Max Head Count: 1 ☐ Fingerprint required

FTE: 1.000000 ☒ Adds to FTE Actual Count

Reports To: 116260 Accountant

Sal Admin Plan: CLAS Classified

Grade: 23

EEO Job Group: 315

Workers' Comp: 8868

Class Indc: Classified Staff

Full/Part: Full-Time

Reg/Temp: Regular


Academic Rank:


Long Title: Instructional Specialist

[Return](#)

If you click on Position Data Details from the main screen, the screen above will populate based off current, not submitted, position data details.

Clicking on the *Fiscal Year Distribution* link will show this page.





FY Distribution

Fiscal Year Position Distribution

Position: **110836**
 Fiscal Year: **2008**

Fiscal Year Position Distribution	
Effective Date	Deptid
07/01/2007	B0502

Typical (Default) Distribution	
<u>Acct</u>	<u>Dist %</u>
TR51002	100.000

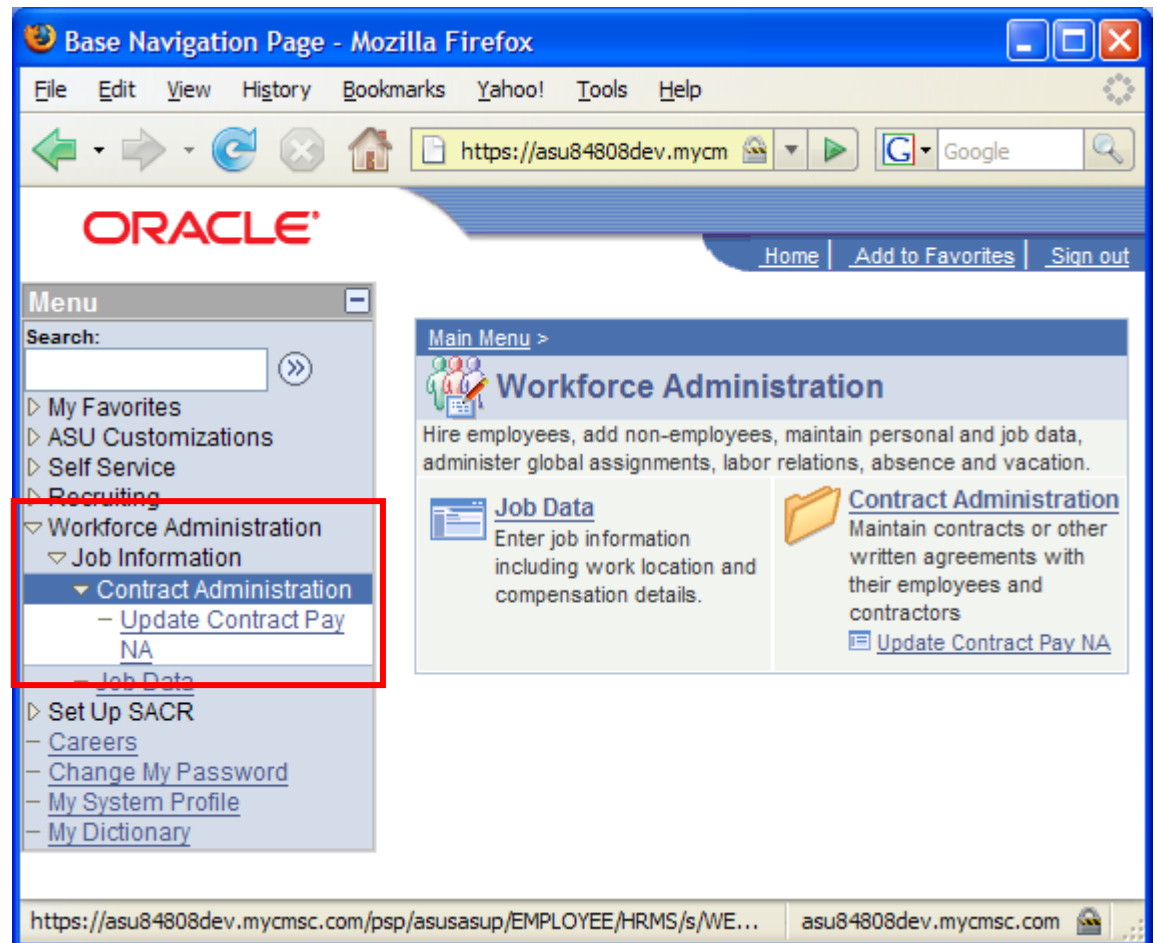
Earnings-Specific Distribution		
<u>Acct</u>	<u>Emcd</u>	<u>Dist %</u>

Return

If you click on Fiscal Year Distribution, the screen above will populate. This shows the current funding distribution for this position.

SECTION 3: View A Contract

To view a person's contract, go to Workforce Administration -> Job Information -> Contract Administration -> Update Contract Pay NA (North America)



Search for the person that has the contract you are interested in.

ORACLE

Home | Add to Favorites | Sign out

New Window | Help | http

Menu

Search: >>

- My Favorites
- ASU Customizations
- Self Service
- Recruiting
- Workforce Administration
 - Job Information
 - Contract Administration
 - Update Contract Pay NA**
 - Job Data
- Set Up SACR
- Careers
- Change My Password
- My System Profile
- My Dictionary

Contract Pay NA

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with

Empl Rcd Nbr: =

Name: begins with

Last Name: begins with

Second Name: begins with

Alternate Character Name: begins with

Middle Name: begins with

☐ Include History ☐ Case Sensitive

[Basic Search](#)

Done asu84808dev.mycmsc.com

- **EmplID** = Affiliate ID (1200.....#)
- **Empl Rcd Nbr** = A number between 0 and 99. Assigned by PeopleSoft for employee record in job.
- **Name** = Employee's full name – can enter First and Last name, i.e. Mickey Mouse
- **Last Name** = Employee's Last name (can enter partial letters as well, i.e. Mou)
- **Second Name** = If employee had a previous name (i.e. maiden name) – future use, nothing was converted
- **Alternate Character Name** = Could do a search by Last, First Name, i.e. Mouse, Mickey
- **Middle Name** = could also search by middle name if known
- **Include History** = click if wanted to see older rows (history) and not just current data row in each job record
- **Case Sensitive** = would not normally use, not usually case sensitive, might help if searching for names like McLane

This is the Contract Pay page.

Update Contract Pay NA - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

https://asu84808dev.mycmsc.com/psp/asusasp/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE

ORACLE

Home Add to Favorites

New Window Help Customize P

Menu

Search:

- My Favorites
- ASU Customizations
- Self Service
- Recruiting
- Workforce Administration
 - Job Information
 - Contract Administration
 - Update Contract Pay NA
 - Job Data
- Set Up SACR
- Careers
- Change My Password
- My System Profile
- My Dictionary

Contract Pay Contract Actuals

FirstName LastName EMP ID: 1000000000 Empl Rcd #: 0

Contract Information		Find	View All	First	1 of 1	Last
Effective Date:	07/01/1994					
Contract Pay Type:	Contract paid over 12 month					
Payment Term:	Pay Over 12 Months					
Monthly Frequency:	M	Pay Period Hours:	80.00			
Assign Hours To:	All Earnings(Contract+PNE+ENP)					
Renew Contract Automatically:	<input type="checkbox"/>					
Contract Begin Date:	08/16/2007	Contract End Date:	05/15/2008			
Payment Begin Date:	07/01/2007	Payment End Date:	06/30/2008			
Actual Start Date:	08/16/2007	Termination Date:	05/15/2008			

Save Return to Search Previous in List Next in List Notify Update/Display Include

Contract Pay | Contract Actuals

Done asu84808dev.mycms

- **1 of X**= multiple rows have been added to employee record
- **Effective Date** = Date transaction happened, could be in past or future dated (90 days out or less)
- **Contract Pay Type**
 - Contract Paid over 12 months
 - Contract Paid over 9 months
 - Graduates
 - Other Contract Types
- **Payment Term**
 - Pay over 12 months
 - Pay Over Contract
 - Pay Over "X" months
 - Pay With Lump Sum
- **Monthly Frequency** = Always will be "M"
- **Pay Period Hours** = Number of hours to be worked each pay period (each 2 week period)
- **Assign Hours To:**
 - All Earnings (Contract + PNE + ENP)
 - Contract Earning Only
 - Not Applicable
- **Renew Contract Automatically**= Can be selected for certain contracts where the employee will repeat the contract each year.

- **Contract Begin Date** = the date the contract starts
- **Contract End Date** = the date the contract ends
- **Payment Begin Date** = the date of the first payment
- **Payment End Date** = the date the last payment
- **Actual Start Date** = the date that the actual work starts
- **Termination Date** = the date that the actual work finishes
- **Save** - not used in this mode
- **Return to Search** – used to return to search for another contract
- **Previous in List** – view the previous person in the search list
- **Next in List** – View the next person in the search list
- **Notify** – not used
- **Update Display** – refreshes the screen
- **Update History** – shows all records associated with the contract.

Contract Pay NA - Mozilla Firefox

History Bookmarks Yahoo! Tools Help

https://asu84808dev.mycmsc.com/psp/asusup/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCI

Home Add to Favorites Sign out

New Window Help Customize Page

Contract Pay Contract Actuals

FirstName LastName EMP ID: 1000000000 Empl Rcd #: 0

Contract Actuals Find View All First 1 of 1 Last

Effective Date: 07/01/1994

☒ Track Actual Earnings ☐ Use Holiday Schedule

Work Days in Contract: 196

Paid to Date: 14466.30

Earned to Date: 6549.68

Days Worked to Date: 17

Save Return to Search Previous in List Next in List Notify Update/Display Include History

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- **1 of X**= multiple rows have been added to employee record
- **Effective Date** = Date transaction happened, could be in past or future dated (90 days out or less)
- **Track Actual Earnings** – should always be checked
- **Use Holiday Schedule** – should always be unchecked
- **Work Days in Contract** – Number of working days in the contract period (automatically calculated)
- **Paid to Date** – amount paid as of today's date
- **Earned to Date** – amount earned as of today's date
- **Days Worked to Date** – number of days worked

Appendix – Employment Definitions in PeopleSoft

Regular/Temporary Status:

Regular – a position which is considered to be part of the established staff complement; will be recurring from year to year.

Short Term Temporary – a position which is established to respond to a temporary increased workload not to exceed 6 months in duration.

Long Term Temporary – a position which is established to respond to a temporary increased workload due to additional short term project or special initiative needs which will extend 6 months or more, but not to exceed 2 years

Seasonal – a position which recurs during high (or peak) work or volume needs typically associated with an established work schedule (can be either full or part time, as defined above); assignment will be of a short duration (not to exceed 5 consecutive months) and occurs during the same time periods from year to year; may be employed as either full or part time during the period in which they are required.

Full/Part Time:

Full Time – designated as working no less than 2,080 hours per fiscal year (40 hours per week, 52 weeks); 1,560 hours per academic year (40 hours per week, 39 weeks); representing a 1.0 FTE. Seasonal staff can be defined as full time during the period in which they are employed; however they are not benefit eligible.

Part Time – less than a 1.0 FTE; if assignment is less than .5 FTE; not benefits eligible; greater than .5 FTE but less than 1.0 FTE is benefits eligible.

PRN – (less than .1 FTE) a position that is established to provide additional staff on an as needed basis due to unexpected staffing shortage to meet workload of area; not benefit eligible; typically paid at a premium rate in recognition of the highly variable nature of the assignment.